

## Authorized Positions Report

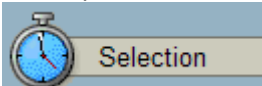

Transaction Code:  
ZHR\_RPTOM090

<b>Purpose</b>	Use this procedure to identify agency authorized positions.
<b>Trigger</b>	Perform this procedure when you need to identify how many full-time and part-time positions by job class are filled, vacant or budgeted for an organizational unit.
<b>Prerequisites</b>	None.
<b>End User Roles</b>	In order to perform this transaction you must be assigned the following role: Organizational Management Inquirer, Organizational Management Processor, Personnel Administration Inquirer, Personnel Administration Processor

Change History	Change Description
1/22/2009	Procedure created.

**Menu Path** N/A

**Transaction Code** ZHR\_RPTOM090

<b>Helpful Hints</b>	<p>Consider the following: This report results may take a few minutes to display. There will be a</p>  (Selection clock) displayed on the status bar. You may use the  (Create New Session) to open another session if accessing HRMS using the SAP GUI to work on other business transactions if needed. Additional sessions may not be created if accessing HRMS using the Web Gui (Portal) method.
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## Procedure

1. Start the transaction using the transaction code **ZHR\_RPTOM090**.

**Report for Authorized Positions**

**Objects**

Plan version: 01 Current plan

Object type: 0 Organizational unit

Object ID:

Search Term:

Object status: ☐ All existing

**Reporting period**

☒ Today ☐ All

☐ Current month ☐ Past

☐ Current Year ☐ Future

**Structure parameters**

Evaluation Path: 0\_0\_S\_C Jobs per organizational unit

Status vector: 1 ☐ Status overlap

Display depth:

Data status

Set structure conditions


Key date

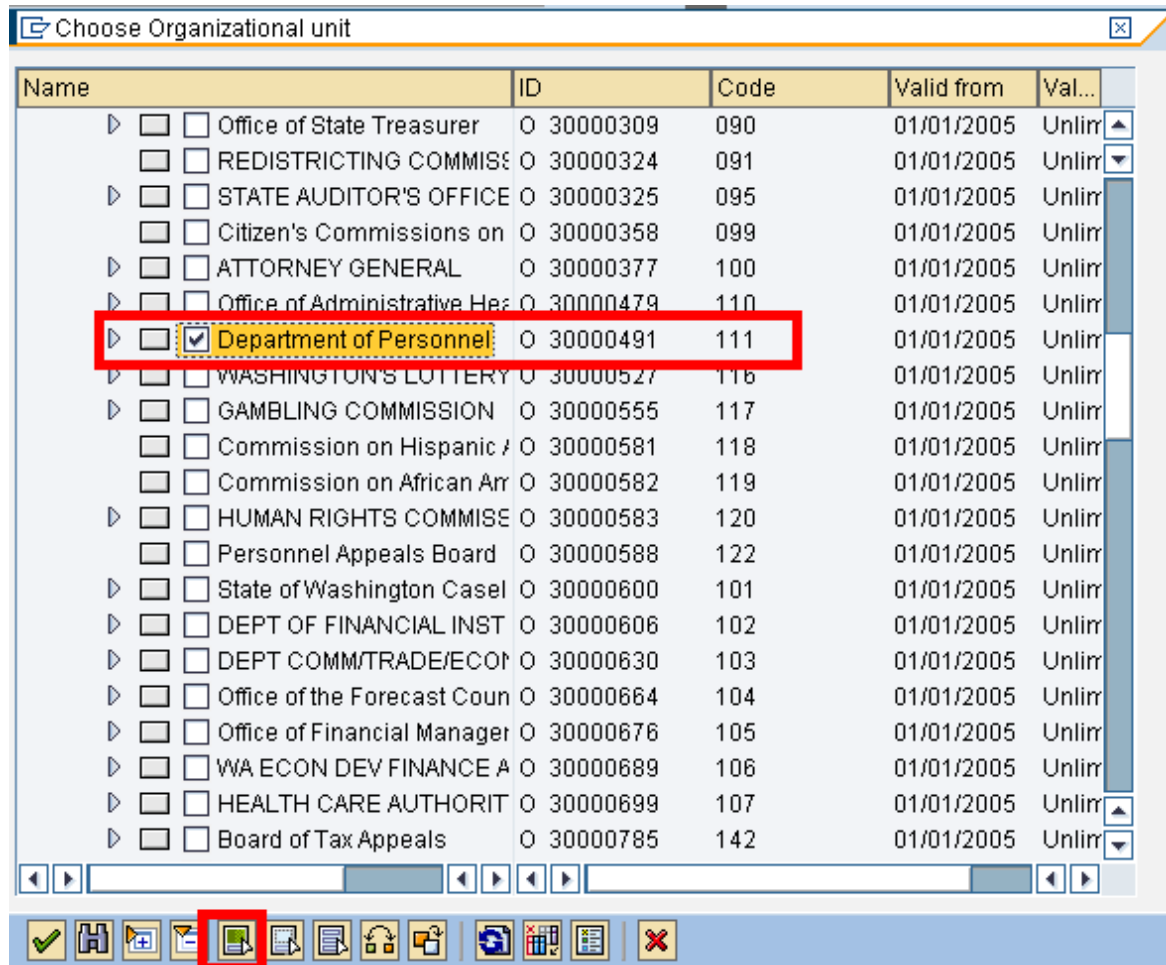
Other period

2. Click the (Matchcode) to open the structure search. Click the arrow next to State of Washington to expand the list.

Name	ID	Code	Valid from	Valid to
Organizational structure				
Financial Services	O 30000391	11Z	01/01/2005	Unlimite
Food Safety & Consumer Svcs	O 30007705	FSCS -Admn	01/01/2005	Unlimite
HUMAN RESOURCES DIRECT	O 30005682	366010	01/01/2005	Unlimite
SAFETY OFFICE	O 30006208	366310	01/01/2005	Unlimite
State of Washington	O 30000000	SOW	01/01/2005	Unlimite

3.


Select your agency from the list. Click the  (Select subtree) button to select all of your agency's organizational units.




Name	ID	Code	Valid from	Val...
<input type="checkbox"/> Office of State Treasurer	O 30000309	090	01/01/2005	Unlir
<input type="checkbox"/> REDISTRICTING COMMISS	O 30000324	091	01/01/2005	Unlir
<input type="checkbox"/> STATE AUDITOR'S OFFICE	O 30000325	095	01/01/2005	Unlir
<input type="checkbox"/> Citizen's Commissions on	O 30000358	099	01/01/2005	Unlir
<input type="checkbox"/> ATTORNEY GENERAL	O 30000377	100	01/01/2005	Unlir
<input type="checkbox"/> Office of Administrative Hez	O 30000479	110	01/01/2005	Unlir
<input checked="" type="checkbox"/> Department of Personnel	O 30000491	111	01/01/2005	Unlir
<input type="checkbox"/> WASHINGTON'S LOTTERY	O 30000527	116	01/01/2005	Unlir
<input type="checkbox"/> GAMBLING COMMISSION	O 30000555	117	01/01/2005	Unlir
<input type="checkbox"/> Commission on Hispanic /	O 30000581	118	01/01/2005	Unlir
<input type="checkbox"/> Commission on African Arr	O 30000582	119	01/01/2005	Unlir
<input type="checkbox"/> HUMAN RIGHTS COMMISS	O 30000583	120	01/01/2005	Unlir
<input type="checkbox"/> Personnel Appeals Board	O 30000588	122	01/01/2005	Unlir
<input type="checkbox"/> State of Washington Casel	O 30000600	101	01/01/2005	Unlir
<input type="checkbox"/> DEPT OF FINANCIAL INST	O 30000606	102	01/01/2005	Unlir
<input type="checkbox"/> DEPT COMM/TRADE/ECOT	O 30000630	103	01/01/2005	Unlir
<input type="checkbox"/> Office of the Forecast Coun	O 30000664	104	01/01/2005	Unlir
<input type="checkbox"/> Office of Financial Manager	O 30000676	105	01/01/2005	Unlir
<input type="checkbox"/> WA ECON DEV FINANCE A	O 30000689	106	01/01/2005	Unlir
<input type="checkbox"/> HEALTH CARE AUTHORIT	O 30000699	107	01/01/2005	Unlir
<input type="checkbox"/> Board of Tax Appeals	O 30000785	142	01/01/2005	Unlir




The message bar will display the number of objects selected.

 8 objects were selected.

4.

Click  (Continue) to continue.

5.

Click  (Execute) to execute the report.



The report breaks the results apart by Organizational Unit. Use the scroll bar to scroll down and view all results.

Report for Authorized Positions

Report ID: ZHR\_RPTOM090  
User : LESAT

State of Washington - HRMS  
AUTHORIZED POSITION

Run Date: 01/22/20  
Page : 1

PERSONNEL AREA: 1110 - Dept of Personnel  
ORGANIZATION: 30000493 - ADMINISTRATIVE SERVICES

CLASS CODE	CLASS TITLE	FULL TIME				PART TIME				TOTAL			
		FILLED	BUDGETED	VACANT	BUDGETED	FILLED	BUDGETED	VACANT	BUDGETED	FILLED	BUDGETED	VACANT	BUDGET
1056	ADMINISTRATIVE ASSISTANT 3	4	4	0	0	0	0	0	0	4	4	0	
106K	MANAGER, OFFICE SERVICES 1	2	2	0	0	0	0	0	0	2	2	0	
107J	PROG SPEC 3	2	2	0	0	0	0	0	0	2	2	0	
112L	FORMS AND RECORDS ANALYST SUPERVISOR	2	2	0	0	0	0	0	0	2	2	0	
114E	Procurement and Supply Specialist 1	2	2	0	0	0	0	0	0	2	2	0	
143L	FISCAL ANALYST 4	2	2	0	0	0	0	0	0	2	2	0	
1446	CONTRACTS SPEC 2	4	4	0	0	0	0	0	0	4	4	0	
147C	BUDGET ANALYST 3	2	2	0	0	0	0	0	0	2	2	0	
149M	FISCAL TECHNICIAN 2	2	2	0	0	0	0	0	0	2	2	0	
205F	Printing and Duplication Specialist 2	2	2	0	0	0	0	0	0	2	2	0	
356A	EMP ASSIST ASSOC	4	4	0	0	0	0	0	0	4	4	0	
356C	EMP ASST PROF SR	2	2	0	0	0	0	0	0	2	2	0	
356D	EMP/AST PF EX SU	10	10	2	2	0	0	0	0	10	10	2	
WMS02	WMS BAND 2	6	6	0	0	0	0	0	0	6	6	0	
ORG TOTALS		46	46	2	2	0	0	0	0	46	46	2	

Scroll to the bottom of the report to view totals for all of the Organizational units.

Report ID: ZHR\_RPTOM090  
User : LESAT

State of Washington - HRMS  
AUTHORIZED POSITION

Run Date: 01/22/20  
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PERSONNEL AREA: 1110 - Dept of Personnel  
ORGANIZATION: 30000832 - BOARD AND OTHER

CLASS CODE	CLASS TITLE	FULL TIME				PART TIME				TOTAL			
		FILLED	BUDGETED	VACANT	BUDGETED	FILLED	BUDGETED	VACANT	BUDGETED	FILLED	BUDGETED	VACANT	BUDGET
DOP01	DOP BOARD MEMBER	6	6	0	0	0	0	0	0	6	6	0	
EX700	TEST MONITOR	16	16	0	0	0	0	0	0	16	16	0	
ORG TOTALS		22	22	0	0	0	0	0	0	22	22	0	
PERSONNEL TOTALS		150	150	5	5	0	0	0	0	150	150	5	

6. You have completed this transaction.

<b>Results</b>
You have generated the report.
<b>Comments</b>
None.